



CITY OF WILLIAMSBURG

Office of the City Manager

December 23, 2008

Mr. Doug Fritz, MS4 Program Manager
Department of Conservation and Recreation
Division of Soil and Water Conservation
203 Governor Street, Suite 206
Richmond, Virginia 23219

RE: VPDES General Permit for Small MS4s, VAR040027, updated MS4
Program Plan, City of Williamsburg

Dear Mr. Fritz:

Enclosed you will find the City of Williamsburg's VSMP General Permit Registration Statement for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems [VAR04]. The Registration Statement has been modified by the updating of the MS4 Program Plan to meet new permit conditions.

If you have any questions or need additional information, please do not hesitate to contact Mr. Steve Martin, P.E., City Engineer at (757) 220-6141.

Sincerely,

Jackson C. Tuttle
City Manager

**VSMF GENERAL PERMIT REGISTRATION STATEMENT FOR STORMWATER DISCHARGES
FROM SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEMS [VAR04]**

(Please Type or Print All Information)
(The applicable fee specified in Form DCR 199-145 must additionally be submitted to the address given in that form to obtain coverage)

1. Regulated Small MS4

Name: **City of Williamsburg**

Type: ☒ City ☐ County ☐ Incorporated Town ☐ Unincorporated Town ☐ College or University
☐ Local School Board ☐ Military Installation ☐ Transport System ☐ Federal or State Facility ☐ Other

Location (County or City): **City of Williamsburg, Virginia**

2. Regulated Small MS4 Operator

Name: **City of Williamsburg**

Address: **401 Lafayette Street**

City: **Williamsburg** State: **Virginia** Zip: **23185**

3. Hydrologic Unit Code(s) as identified in the most recent version of Virginia's 6th Order National Watershed Boundary Dataset currently receiving discharges or that have potential to receive discharges from the regulated small MS4: **YO67, JL31, JL33, JL34.**

4. Attach a description of the estimated drainage area, in acres, served by the regulated small MS4 discharging to any impaired receiving surface waters listed in the most recent Virginia 305(b)/303(d) Water Quality Assessment Integrated Report, and a description of the land use of each such drainage area. See Attachment.

5. Any TMDL waste loads allocated to the regulated small MS4 (this information may be found at <http://www.deq.state.va.us/tmdl/develop.html>): **Queen's Creek (HUC YO67) 4.43E+11 MPN/day of Fecal Coliform.**

6. The name(s) of any regulated physically interconnected MS4s to which the regulated small MS4 discharges. **Virginia Department of Transportation.**

7. A copy of the MS4 Program Plan that includes: See Attachment.

a. A list of BMPs that the operator proposes to implement for each of the stormwater minimum control measures and their associated measurable goals pursuant to 4VAC50-60-1240, Section II B; that includes:

i. A list of the existing policies, ordinances, schedules, inspection forms, written procedures, and other documents necessary for BMP implementation; and

ii. The individual, department, division, or unit responsible for implementing the BMP;

b. The objective and expected results of each BMP in meeting the measurable goals of the stormwater minimum control measures;

c. The implementation schedule including any interim milestones for the implementation of a proposed new BMP; and

d. The method that will be utilized to determine the effectiveness of each BMP and the program as a whole.

8. List all existing signed agreements between the operator and any applicable third parties where the operator has entered into an agreement in order to implement minimum control measures or portions of minimum control measures. **Regional Stormwater Management Program MOA between the City of Williamsburg and the Hampton Roads Planning District Commission effective from January 1, 2008 until June 30, 2013.**

9. The name, address, telephone number and e-mail address of either the principal executive officer or ranking elected official as defined in 4VAC50-60-370.

Jackson C. Tuttle, City Manager, City of Williamsburg, 401 Lafayette St., Williamsburg, Va. 23185, 757-220-6100, JCTUTTLE@williamsburgva.gov

10. The name, position title, address, telephone number and e-mail address of any duly authorized representative as defined in 4VAC50-60-370.

11. **Certification:** "I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief true, accurate, and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations."

Print Name: **Jackson C. Tuttle**

Title: **City Manager**

Signature: _____

Date: _____



12/23/08

For Department of Conservation and Recreation Use Only

Accepted/Not Accepted by: _____

Date: _____

Basin _____

Stream Class _____

Section _____

Special Standards _____

INSTRUCTIONS for FORM DCR 199-148
VSMFP GENERAL PERMIT REGISTRATION STATEMENT FOR STORMWATER
DISCHARGES FROM SMALL MUNICIPAL SEPARATE STORM SYSTEMS [VAR04]

WHO MUST FILE THE REGISTRATION STATEMENT

This registration statement must be completed and submitted by any regulated small MS4 requesting coverage under the above general permit for stormwater discharges.

1. Operators are regulated if they operate a small MS4, including but not limited to systems operated by federal, state, and local governments, including the Virginia Department of Transportation; and:

- a. The small MS4 is located in an urbanized area as determined by the latest Decennial Census by the Census Bureau. If the small MS4 is not located entirely within an urbanized area, only the portion that is within the urbanized area is regulated; or
 - b. The small MS4 is designated by the Board.
2. An MS4 may be the subject of a petition to the Board to require a VSMFP permit for their discharge of stormwater. If the Board determines that an MS4 needs a permit, the owner may use this registration statement to apply for coverage under the above general permit.

WHERE TO FILE THE REGISTRATION STATEMENT

The completed registration statement (with all attachments), a copy of the fee form and a copy of your check should be sent to the DCR's Stormwater Permitting Section in the Division of Soil and Water Conservation. The original fee form, application fee (as specified by Form DCR 199-145), and a copy of the registration statement (without attachments) should be sent to the DCR's Division of Finance, Accounts Payable at the address given on the fee form.

COMPLETENESS

Complete all items except where indicated in order for your registration statement to be accepted. Attach separate sheets of paper for Item 4 (Impaired Waters Information) and Item 7 (MS4 Program Plan).

DEFINITIONS

"Best management practice (BMP)" means schedules of activities, prohibitions of practices, including both a structural or nonstructural practice, maintenance procedures, and other management practices to prevent or reduce the pollution of surface waters and groundwater systems from the impacts of land-disturbing activities. BMPs also include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.

"Operator" means the owner or operator of any facility or activity subject to regulation under the VSMFP program.

"Small MS4" means all separate storm sewers that are: (1) Owned or operated by the United States, a state, city, town, borough, county, parish, district, association, or other public body (created by or pursuant to state law) having jurisdiction over disposal of sewage, industrial wastes, stormwater, or other wastes, including special districts under state law such as a sewer district, flood control district or drainage district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management agency under subsection 208 of the CWA that discharges to surface waters; and (2) Not defined as "large" or "medium" municipal separate storm sewer systems, or designated under 4 VAC50-60-380 A 1. This term includes systems similar to separate storm sewer systems in municipalities, such as systems at military bases, large hospital or prison complexes, and highways and other thoroughfares. The term does not include separate storm sewers in very discrete areas, such as individual buildings.

LINE BY LINE INSTRUCTIONS

Item 1. Regulated Small MS4

Provide the name of the regulated small MS4.
Check the appropriate type of regulated small MS4

(DCR 199-148) (07/08)

INSTRUCTIONS for FORM DCR 199-148

VSMFP GENERAL PERMIT REGISTRATION STATEMENT FOR STORMWATER

DISCHARGES FROM SMALL MUNICIPAL SEPARATE STORM SYSTEMS [VAR04]

Provide the location (county name or city name) where the small MS4 is located.

Item 2. Regulated Small MS4 Operator

Provide the name of the operator of the regulated small MS4.
Provide the small MS4 operator's address.
Provide the small MS4 operator's city, state and zip code.

Item 3. Receiving Waters

Provide the Hydrologic Unit Codes as identified in the most recent version of Virginia's 6th Order National Watershed Boundary Dataset currently receiving discharges or that have potential to receive discharges from the regulated small MS4. An interactive map is available on-line at http://www.dcr.virginia.gov/soil_&_water/hu.shtml

Item 4. Impaired Waters Information

Attach a description of the estimated drainage area, in acres, served by the regulated small MS4 discharging to any impaired receiving surface waters listed in the most recent Virginia 305(b)/303(d) Water Quality Assessment Integrated Report, and a description of the land use of each such drainage area.

Item 5. TMDL Waste Load Allocations

Provide any TMDL waste loads allocated to the regulated small MS4. This information may be found at: <http://www.deq.state.va.us/tmdl/develop.html>.

Item 6. Discharges to Physically Interconnected MS4s

List the name(s) of any regulated physically interconnected MS4s to which the regulated small MS4 discharges.

Item 7. MS4 Program Plan

Attach a copy of the **MS4 Program Plan** that includes:

- a. A list of BMPs that the operator proposes to implement for each of the stormwater minimum control measures and their associated measurable goals pursuant to 4VAC50-60-1240, Section II B; that includes:
 - i. A list of the existing policies, ordinances, schedules, inspection forms, written procedures, and other documents necessary for BMP implementation; and
 - ii. The individual, department, division, or unit responsible for implementing the BMP;
- b. The objective and expected results of each BMP in meeting the measurable goals of the stormwater minimum control measures;
- c. The implementation schedule including any interim milestones for the implementation of a proposed new BMP; and
- d. The method that will be utilized to determine the effectiveness of each BMP and the program as a whole.

Item 8. Signed Third Party Agreements

List all existing signed agreements between the operator and any applicable third parties where the operator has entered into an agreement in order to implement minimum control measures or portions of minimum control measures.

Item 9. Principal Executive Officer or Ranking Elected Official

Provide the name, address, telephone number and e-mail address of either the principal executive officer or ranking elected official as defined in 4VAC50-60-370.

10. Duty Authorized Representative

Provide the name, position title, address, telephone number and e-mail address of any duty authorized representative as defined in 4VAC50-60-370.

Item 11. Certification

State law provides for severe penalties for submitting false information on this Registration Statement. State regulations require this Registration Statement to be signed as follows:

- (1) For a corporation, by a responsible corporate officer. For the purpose of this subsection, a responsible corporate officer means:
 - (a) A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or
 - (b) the manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;
- (2) For a partnership or sole proprietorship: by a general partner or the proprietor, respectively; or
- (3) For a municipality, state, federal, or other public agency: By either a principal executive officer or ranking elected official. For purposes of this subsection, a principal executive officer of a public agency includes:
 - (a) The chief executive officer of the agency, or
 - (b) A senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency.

City of Williamsburg
Attachment for Item 4. Impaired Waters Information
VSMP General Permit Registration Statement For Stormwater Discharges
From Small Municipal Separate Storm Sewer Systems [VAR04]

1. Queen's Creek (HUC YO67)
1288.11 acres within the City of Williamsburg drain into Queen's Creek. According to the City's 2006 Comprehensive Plan, land uses within this watershed include General Commercial (3.70 acres), Corridor Commercial (182.64 acres), Colonial Williamsburg Historic Area (116.60 acres), Colonial Williamsburg Support (229.68 acres), Downtown Commercial (23.51 acres), Downtown Residential (2.65 acres), Mixed Use (14.38 acres), High Density Multifamily Residential (74.80 acres), Medium Density Multifamily Residential (38.23 acres), Office (12.62 acres), Parks, Parkway, Recreation (68.91 acres), Public and Semi-Public (33.05 acres), RR ROW (38.59 acres), Sensitive Environmental Area and Chesapeake Bay Preservation Areas (217.52 acres), Low Density Single Family Detached Residential (216.88 acres), Medium Density Single Family Detached Residential (12.86 acres), William and Mary (1.49 acres).
2. Powhatan Creek (HUC JL31)
348.07 acres within the City of Williamsburg drain into Powhatan Creek. According to the City's 2006 Comprehensive Plan, land uses within this watershed include Corridor Commercial (71.36 acres), High Density Multifamily Residential (21.27 acres), Medium Density Multifamily Residential (2.03 acres), Parks, Parkway, Recreation (25.19 acres), Public and Semi-Public (18.27 acres), RR ROW (2.22 acres), Sensitive Environmental Area and Chesapeake Bay Preservation Areas (12.90 acres), Low Density Single Family Detached Residential (192.32 acres), William and Mary (2.51 acres).
3. College Creek (HUC JL34)
3986.7 acres within the City of Williamsburg drain into College Creek. According to the City's 2006 Comprehensive Plan, land uses within this watershed include General Commercial (111.38 acres), Corridor Commercial (24.38 acres), Colonial Williamsburg Historic Area (133.84 acres), Colonial Williamsburg Support (99.56 acres), Downtown Commercial (25.86 acres), Downtown Residential (7.33 acres), Economic Development (271.71 acres), Mixed Use (28.59 acres), High Density Multifamily Residential (43.24 acres), Medium Density Multifamily Residential (57.90 acres), Office (21.04 acres), Parks, Parkway, Recreation (580.63 acres), Public and Semi-Public (85.54 acres), RR ROW (6.46 acres), Sensitive Environmental Area and Chesapeake Bay Preservation Areas (988.76 acres), Low Density Single Family Detached Residential (650.92 acres), Medium Density

Item 4. Impaired Waters Information (cont)

Single Family Detached Residential (149.25 acres), William and Mary (700.31 acres).

4. Mill Creek (HUC JL33)

23.84 acres within the City of Williamsburg drain into Mill Creek. According to the City's 2006 Comprehensive Plan, land uses within this watershed include Corridor Commercial (3.05 acres), Mixed Use (1.36 acres), High Density Multifamily Residential (2.79 acres), Office (3.97 acres), Public and Semi-Public (4.51 acres), Medium Density Single Family Detached Residential (4.18 acres), William and Mary (3.98 acres).

City of Williamsburg
Attachment for Item 7. MS4 Program Plan

1. Public Outreach and Education						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
1.1	Participate in regional committees: HRSTORM, HR GREEN, RSMC, and SW Phase II Subcommittee					HR STORM Annual Report, MOA, HRPDC Regional Cooperation in Stormwater Management
1.1a	Regional Cooperation	Renew MOA with the HRPDC to participate in the regional processes, including the Regional Stormwater Management Program, the Stormwater Phase II Subcommittee and HR STORM.	Maintain valid MOA	HRPDC	Continuously	
1.1b	HR STORM and HR GREEN	Participate in at least 50% of monthly HR STORM meetings	Number of meetings attended/Number of meetings held	HR Storm Representative	Annually	
		Participate in annual HR GREEN meetings and subcommittee meetings as appropriate.	Number of meetings attended	HR Storm Representative	Annually	
		Participate in the development of regional Strategic Plans and Communication Plans for HR STORM and HR GREEN.	Participation	HR Storm Representative	Annually	
1.1c	Stormwater Phase II Subcommittee	Participate in at least 50% of monthly SW Phase II Subcommittee Meetings.	Number of meetings attended/Number of meetings held	SW Program Administrator	Annually	
		Participate in identifying stormwater education needs and priorities through the HRPDC Phase II Subcommittee.	Participation	SW Program Administrator	Annually	
1.2	Educate citizens on techniques to reduce impacts of stormwater pollution on public waterways with an emphasis on impaired waters.					
1.2a	Distribute educational materials developed through HR STORM.	Distribute materials developed through HRSTORM to target audience in locality.	Number of materials distributed	HR Storm Representative	Continuously	

1. Public Outreach and Education

BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
1.2b	Maintain and enhance HR STORM Website, coordination with other educational programs, and distribution of e-newsletter.	Improve visits and click through rates to industry standard by end of permit cycle	Click through rates as compared to industry standard	HRPDC	Permit Cycle	
1.2c	Ensure distribution of regional environmental tabloid to all 6 th graders and teachers' guides to all 6 th grade teachers	Develop and Distribute environmental tabloids	Number of tabloids distributed	HRPDC	Permit Cycle	Tabloid
1.2d	Regional Media Campaign	Participate in the HR STORM regional media campaign which will make impressions with a stormwater message via print, television (local municipal access, cable and local affiliate), and radio with a target of reaching 72% of adults (25-54) three times over.	Demographic, reach and frequency	HRSTORM	Annually	Copies of ads
1.2e	"Scoop the Poop" Campaign	Make "Scoop the Poop" information and giveaways available where citizens receive animal licenses and at pet-related events as appropriate	Number of giveaways distributed	HR Storm Representative	Annually	
1.2f	"Chesapeake Club" Campaign					
	Target Homeowners and Landscapers	Recruit participating landscaping and lawn care companies to participate as a Chesapeake Club partner by offering the Chesapeake Club treatment option at least once during the permit cycle.	List of participating landscaping companies	HR Storm Representative	Permit Cycle	List of Landscapers
	Target Restaurant Owners and Patrons	Recruit restaurants to participate as a Chesapeake Club partner, promoting the message of reduced fertilizer use at least once during permit cycle.	List of participating restaurants	HR Storm Representative	Permit Cycle	List of Restaurants

1. Public Outreach and Education						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
1.3	Illicit Discharge Elimination Education					
1.3a	Educate public employees on hazards and legal implications of illegal discharges and improper disposal of waste.	Identify and prioritize education and training needs for Williamsburg employees through the HRPDC Phase II Subcommittee.	Prioritized list of training needs and number of employees that need training.	SW Program Administrator/EMS team	End of PY1	Prioritized needs list
		Conduct 2 trainings per permit cycle	Number of trainings, and # of attendees	HRPDC	Permit Cycle	Description of training
		Ensure at least 20% of appropriate employees attend IDDE training(s) coordinated by the HR PDC.	Number of participants/ Number of identified appropriate employees	SW Program Administrator	Permit Cycle	List of attendees
1.3b	Target local commercial, industrial, and institutional entities likely to have significant stormwater impacts.	Identify and prioritize education needs for businesses, and residential behaviors according to relative risk for producing illicit discharges through the HRPDC Phase II Subcommittee.	List of entities and priorities	SW Program Administrator	Within first 2 years of Permit	Priority list and materials developed
1.3c	Educate business owners on hazards and legal implications of illegal discharges and improper disposal of waste.	Distribute educational materials developed through the HRPDC to groups with high risk for producing illicit discharges.	Number of materials distributed.	HR Storm Representative	Permit Cycle	Education materials and distribution list.
1.3d	Educate homeowners on hazards and legal implications of illegal discharges and improper disposal of waste.	Promote 58-STORM info line for appropriate contacts in each locality for citizens to report illicit discharges.	Number of calls	HRPDC and HR Storm Representative	Post new info in PY1	Script, updated contact lists, phone bill with numbers of calls, logs on any follow up actions.
		Investigate possibility of regional 800 number for illicit discharge reporting.	Establish regional line/ number of calls	HRPDC Staff	If feasible, establish line in PY2	
1.4	Encourage involvement in local water quality improvement initiatives.					
		Post volunteer opportunities on local website.	Number and types of events	HR Storm Representative	Annually	Williamsburg Public Works Website
		Submit articles for HR Green regional e-newsletter for public participation in water quality improvement initiatives.	Number and types of events submitted	HR Storm Representative	Annually	E-newsletter
		Post volunteer opportunities through HR STORM and/or HR Green	Number and types of events submitted	HRPDC Environmental Educator	Quarterly	Websites

1. Public Outreach and Education

BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
1.5	Diversify strategies to target local MS4 specific audiences.	Expand fact sheet series	Identify and prioritize targets	HR STORM	PY 2	Factsheets, e-newsletters, and websites
			Produce specific fact sheets	HR STORM	PY 3-5	
1.6	Improve outreach program to address concerns of target audience as well as minorities, disadvantaged audiences, and minors .	Improve outreach to school-aged children	Reprint of HR STORM tabloid size newspaper for elementary schools	HR STORM	PY 1, 3, and 5	Newspaper
		Improve outreach to disadvantaged and minority audiences.	Targeted ads through channels such as CW, BET, and urban radio stations.	HR STORM	Annually	Affadavits from TV and radio
1.7	Evaluation and Assessment	Evaluate and assess progress towards meeting measurable goals.	In accordance with Section I E of 4VAC50-60-1200	SW Program Administrator	Annually	Annual report

2. Public Involvement/Participation

BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
2.1	Provide Public Notice of Program Plan and Modifications	Promote the availability of the operator's MS4 Program Plan and any modifications for public review and comment in accordance with public law.	Public notice of modifications.	HRStorm Representative	As necessary	Virginia Code reference, updated plan
2.2	Make Program Plan and other Stormwater Program Information Available to Public	Provide the program plan, stormwater annual reports, the stormwater permit, and the stormwater ordinances on the City website.	Presence of materials on website	HRStorm Representative	Continuously	
2.3	Participate in local activities to improve water quality	Support VPPSA Household Chemical Collection program. Organize Volunteer group to install drop inlet medallions.	Quantity of chemicals collected. Number of medallions installed.	HRStorm Representative	As appropriate	
2.4	Evaluation and Assessment	Evaluate and assess progress towards meeting measurable goals.	In accordance with Section I E of 4VAC50-60-1200	SW Program Administrator	Annually	Annual report

3. Illicit Discharge Detection and Elimination

BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
3.1	Storm Sewer System Map	Map all known outfalls	Map # of outfalls catalogued	SW Program Administrator/ It Dept	20% of remaining outfalls annually	Map
		Map surface waters, and impaired waters. Estimate MS4 acreage discharging to each HUC and impaired water.	Impaired waters; HUCs	SW Program Administrator/ It Dept	PY1	Registration Statement
3.2	Illicit Discharge Detection & Elimination Ordinance	Continue implementing and enforcing the illicit discharge/stormwater ordinance.	Number of investigations and actions taken	SW Program Administrator/ FD Haz-Mat officer	Annually	Ordinance
3.3	Illicit Discharge Detection & Elimination Procedures	Continue implementing an illicit discharge detection and elimination program for the municipally-owned MS4 within the Urbanized Area.	Develop regionally consistent protocol for responding and investigating IDDE	Phase II SW Committee/SW Program Administrator	PY1	Investigation forms
		Track illicit discharge detection and elimination activities.	Number of investigations and actions taken	SW Program Administrator/ FD Haz-Mat officer	Ongoing	PARS

3. Illicit Discharge Detection and Elimination

BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
3.4	Prevent or minimize the discharge of hazardous substances and oil in the MS4 stormwater discharge.	Yard inspections; Develop/enhance reporting relationship with FD/Haz Mat Team; targetted education	Number of responses/ number of inspections	SW Program Administrator/ FD Haz-Mat officer	Continuously	Inspection forms
3.5	Cooperation with adjacent MS4s	Identify and notify, in writing, any downstream regulated MS4 to which the small regulated MS4 is physically interconnected of the small regulated MS4's connection to that system.	Develop map, Regional Phase II Stormwater Subcommittee Meetings, letters	SW Program Administrator/ FD Haz-Mat officer	PY1	Letters; meeting attendance
3.6	Report all spills that reach state waters to DEQ and DCR					
3.6a	Report non sewer spills and releases from small MS4 operated properties that reach State waters to the Virginia EOC, who in turn reports to the DEQ..	Report spills to the Virginia EOC and file internal reports. Va EOC reports to Department of Environmental Quality's Pollution Response Program (PREP).	Number of internal reports. If applicable, obtain PREP number.	SW Program Administrator/ FD Haz-Mat officer	Fire Dept. Report in accordance to Section III. G.	Internal Report
3.6b	Report Sanitary Sewer Overflows through SSORS database.	Continue to utilize SSORS to report Sanitary Sewer Overflows	Number of overflows	PU Superintendent.	Continuously	
3.7	Continue Sanitary Sewer System improvements in coordination with SSO consent order	Continue to diagnose and correct deficiencies	Number of improvements	SW Program Administrator/ Public Utilities	Continuously	
3.8	Evaluation and Assessment	Evaluate and assess progress towards meeting measurable goals.	In accordance with Section I E of 4VAC50-60-1200	SW Program Administrator/ FD Haz-Mat officer	Annually	Annual report

4. Construction Site Storm Water Runoff Control

BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
4.1	Local Erosion and Sediment Control Ordinance	Continue to implement the site plan review, LID implementation where deemed appropriate, construction site BMP, and inspection provisions of the local Erosion and Sediment Control Ordinance.	# of inspections; # plan reviews, # enforcement actions	E&S Program Administrator	Annually	PARS is being developed to track all of these items
		At a minimum be consistent with the VA ESC Law and regulation	Soil and Water Conservation Board finding of consistency	E&S Program Administrator	Continuously	Letter from DCR
		Continue to receive and respond to information from citizens relating to the local erosion and sediment control program through personal visits, email, telephone, and the City/County web page.	# of calls/requests, #site visits	E&S Program Administrator	Annually	Tracked in Williamsburg's system
4.2	VSMP Permits	Require construction site owners and operators to secure authorization to discharge stormwater from construction activities under a VSMP permit for construction activities that result in a land disturbance of greater than or equal to one acre or equal to or greater than 2,500 square feet in all areas of the jurisdictions designated as subject to the Chesapeake Bay Preservation Area Designation and Management Regulations adopted pursuant to the Chesapeake Bay Preservation Act.	#of permit applications and permits issued.	E&S Program Administrator	Continuously	VSMP permit numbers
4.3	Training	Participate in the development of at least one regional contractor training session during the life of the permit.	Trainings Completed	HRPDC & Phase II SW Committee	One per permit cycle	Training sessions and eval forms
		Ensure that plan reviewers, inspectors, and program administrators obtain the appropriate certifications as required under the Erosion and Sediment Control Law	Certifications obtained	E&S Program Administrator	Ongoing	Certifications

4. Construction Site Storm Water Runoff Control

BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
4.4	Tracking and Reporting	Continue to track and report the total number of permitted land disturbing activities as well as the total disturbed acreage.	Number of permits & acres disturbed	E&S Program Administrator	Annually	Annual Report
4.5	Evaluation and Assessment	Evaluate and assess progress towards meeting measurable goals.	In accordance with Section I E of 4VAC50-60-1200	SW Program/ES Program Administrators	Annually	Annual report

5. Post Construction Storm Water Management in New Development and Redevelopment

BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
5.1	Stormwater Management Ordinance	Continue to implement the stormwater criteria of the Stormwater Management Ordinance for new development and redevelopment, and update ordinance to comply with Section II.5.a of the General Permit.	Ordinance updates	SW Program Administrator	As Needed	Ordinance
5.2	Encourage the use of Low-Impact Development (LID)	Encourage the use of LID as appropriate to local/regional conditions.	Conduct LID workshop for Hampton Roads localities	HRPDC	PY2	Screening tool
		Develop fact sheet/checklist to help developers and local staff determine appropriateness of LID for project(s)	Checklist developed	HRPDC & Regional Stormwater Mgt. Committee	PY2	Factsheet
5.3	VSMP Permits	Continue to direct applicants, proposing to disturb an acre or more of land or part of a larger common plan of development or sale that would disturb one acre or more, or $\geq 2,500$ sq. ft. in CBPA areas to VDCR to secure a VSMP Permit for Discharges of Stormwater from Construction Activities.	Number of projects	E&S Program Administrator	Continuously	VSMP permit numbers
5.4	BMP Maintenance Agreements	Require BMP maintenance agreements as directed by the Stormwater Management Ordinance.	# of agreements & inspection schedules	SW Program Administrator	Ongoing	Maint. Agreements
5.5	BMP Maintenance Program	Update mapping of locally owned structural stormwater controls with reference to HUC and any impaired waters in drainage area.	Map	SW Program Administrator/GIS	As needed	Map

5. Post Construction Storm Water Management in New Development and Redevelopment

BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
		Develop schedules for regular inspection and maintenance of locally owned stormwater control structures in accordance with SWM regulations.	Inspections	SW Program Administrator	Annually	PARS
5.6	Site Inspection and Enforcement	Conduct site inspections	#Inspections & Reinspections; NOVs	SW Program Administrator/BMP Inspector	As designated	PARS
5.7	BMP Tracking	Track all known permanent stormwater management facilities that discharge to the regulated small MS4 and submit the following information: (a) Type of structural stormwater management facility installed as defined in the Virginia Stormwater Management Handbook; (b) Geographic location (HUC); (c) Where applicable, the impaired surface water that the stormwater management facility is discharging into; (d) Number of acres treated.	#&type of BMP, location, watershed, acres treated, impaired waters	SW Program Administrator	Annually	Via PARS
5.8	Evaluation and Assessment	Evaluate and assess progress towards meeting measurable goals.	In accordance with Section I E of 4VAC50-60-1200	SW Program Administrator	Annually	Annual report

6. Pollution Prevention/Good Housekeeping for Municipal Operations

BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
6.1	Employee Education & Training	Identify and prioritize pollution prevention education and training needs for municipal employees based on relative risk for stormwater pollution from municipal operations through the HRPDC Phase II Subcommittee.	Training Schedule	HRPDC & EMS Team	1 during permit cycle	Training schedule
		Develop training materials to eliminate illicit discharges from storage yards, fleet or maintenance shops, outdoor storage areas, rest areas, waste transfer stations, and other municipal facilities.	Develop fact sheets	HRPDC	Permit Cycle	Training documents
		Develop and distribute training materials to inform employees on proper waste disposal techniques.	Develop fact sheets	HRPDC	Permit Cycle	Training documents
		Educate local government employees on protecting soluble and erodible materials from exposure or precipitation.	Develop fact sheets	HRPDC	Permit Cycle	Training documents
		Educate local government employees on proper techniques for fertilizer and pesticide application.	Develop fact sheets	HRPDC	Permit Cycle	Training documents
		Distribute pollution prevention educational materials developed through the HRPDC/HR STORM to municipal employees engaging in operations with a high risk of discharging pollutants into the MS4.	# of items distributed	HRPDC & EMS Team	Annually	E-newsletter, training materials
		Participate in at least one regional annual training workshop for municipal employees engaging in operations with a high risk of discharging pollutants into the MS4 coordinated by the HRPDC Phase II Subcommittee.	# employees attending	SW Program Administrator	Annually	Training outline
6.2	Spill Prevention & Control Plans	Develop plans describing spill prevention and control procedures for municipal facilities by end of PY 2.	SOP	SW Phase II Subcommittee/ EMS Team	PY2	SOP
		Determine any educational needs for employees and develop appropriate training and/or materials.	Training assessment	SW Ph II Subcommittee/EMS Team	1X per permit cycle	Training Schedule
6.3	Operations & Maintenance Program	Document or develop formal O&M Program for municipally owned stormwater facilities to include activities, schedules, and inspection procedures that include provisions and controls to reduce pollutant discharges into the regulated small MS4 and receiving surface waters.	O&M Plan	SW Ph II Subcommittee/EMS Team	By the end of the permit cycle	O&M Plan

6. Pollution Prevention/Good Housekeeping for Municipal Operations

BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
6.4	Evaluation and Assessment	Evaluate and assess progress towards meeting measurable goals.	In accordance with Section I E of 4VAC50-60-1200	SW Program Administrator/EMS Team	Annually	Annual report